



STATE OF WASHINGTON

OFFICE OF FINANCIAL MANAGEMENT

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April 26, 2002

TO: Statewide Elected Officials
Agency Directors
Presidents of Higher Education Institutions
State Boards and Commissions

FROM: Marty Brown, Director 

SUBJECT: Target Reductions Related to Implementation of Governor's Directive 02-03

The Governor's April 10 directive acknowledges the cuts achieved in the supplemental budget and rescinds the hiring, travel, and equipment freeze imposed in Directive No. 02-01. The Governor also reiterates his commitment to additional cost reductions in preparation for the 2003-05 budget. To this end, he asks that agencies achieve the reduction targets identified in the summary attached to this e-mail.

These agency targets represent additional statewide reductions of 400 FTEs and \$1 million in travel and equipment purchases. Although legislative, judicial, and higher education agencies, as well as agencies headed by separately elected officials, are not assigned individual targets, the Governor has asked that they voluntarily pursue similar savings.

Unlike the appropriation and allotment savings identified in earlier OFM instructions concerning the supplemental operating budget, the target reductions in this memo do not require formal allotment revisions. OFM will be monitoring expenditure and hiring data with the expectation that agencies will spend below their authorized dollar and FTE levels by the amount of the target reduction. You may receive notice from us of alterations to these targets as economic circumstances change.

We assume that agencies will consider efficiencies and other permanent cuts to achieve both the administrative reductions imposed in the supplemental budget and these additional targets. The Governor's directive emphasizes the need for "common sense, good judgment and creativity" from state employees as they consider spending options. Early attention to all possible cost savings will put us in the best position for meaningful consideration of service priorities in the upcoming biennial budget.

Attachment